

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Follow-Up on VW Warranty Claim - [Your Claim Number]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on my warranty claim submitted on [Date of Claim Submission] for my Volkswagen vehicle, [Model and Year], with claim number [Your Claim Number].

As I have not yet received a response regarding the status of my claim, I would appreciate any updates you can provide. The details of the issue are as follows:

- Description of the problem
- Date of the issue
- Any previous correspondence references

I look forward to your prompt response regarding the progress of my warranty claim. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]